

FACSIMILE BID SPECIFICATIONS
U.S. Government Publishing Office (GPO)
291 Virginia Beach Blvd., Ste. 401
Virginia Beach Regional Printing Procurement Office
Virginia Beach, Virginia 23462

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **June 16, 2022** at the U.S. Government Publishing Office, Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. Due to COVID-19, this will NOT be a public bid opening.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL RUSS WARD (757) 490-7941 AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office of Virginia Beach Regional Office will NOT be open. Based on this, bidders MUST submit email bids to bidsvirginiabeach@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following

- 1) Illegibility of bid.
- 2) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- 3) The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 4) When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional Roll. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Note: Bidders are to fill out, sign/initial, as applicable, and return page 5.

The jacket number and bid opening date must be specified with the emailed bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award. For information regarding the solicitation requirements prior to award, email Russ Ward at ward@gpo.gov For contract administration after award, contact Virginia Beach at (757) 490-7941.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

NOTE: Prior to award the apparent low vendor may be able to show ability to produce the product in question and may be asked to supply samples of similar items.

PAYMENT: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management,
Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

Jacket 618-478: Blank Laser Rolls (Marginally Punched Continuous) Paper
Jacket 618-479: PFC 18" wide pin fed 50" in diameter 6" core blank rolls of paper

Page 3 of 5

PRODUCT: Blank Laser Rolls (Marginally Punched Continuous) paper.

QUANTITY: JKT 618-478 84 Rolls & JKT 618-479 42 Rolls

TITLE: JKT 618-478 Blank Laser Rolls (Marginally Punched Continuous) Paper
JKT 618-479 PFC 18" wide pin fed 50" in diameter 6" core blank rolls of paper

PAGES: No Printing Required

TRIM: Both Jacket: 18" wide pin fed 50" in diameter with a 6" core blank rolls of paper

DESCRIPTION: Both Jackets: Overall size is 18 x 50". Forms are marginally punched with pin feed holes, left and right, that are 5/32" in diameter, 1/2" center to center. One set of two, 3/16" holes (1/2" center to center) left and right on sheet every 10-1/2". No splice per roll is acceptable.

TRIM: Roll size is 18" wide, 50" diameter, with a 6 core.

Wind paper on hollow fiberboard cores flush with edges of paper. Cores to have approximately 1/2" thick walls with a 6" inside diameter opening. Roll size shall be 50" diameter. Roll hardness profile must have a variance of less than 10 points. Each roll shall be marked on each side with an arrow indicating unwind direction. No tabs extending beyond edge of roll to mark impending end of roll.

GOVERNMENT TO FURNISH: Purchase Order emailed to contractor.
Sample of stock to be supplied to contractor for **exact match**.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product in accordance with these specifications.

PROOFS: No Proof Required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

JCP Code* O63, Plain Copier, Xerographic, Laser Printer; Colors, Basis Size 17 X 22": 20lb.

MARGINS: No printing required, MARGINALLY PUNCHED CONTINUOUS PAPER.

PACKING: All rolls must be secured on pallets by chocks. Except for size and spacing of deck boards, pallets must conform with Federal Specification NN-P-71c. KFC and PFC are requesting (TWO ROLLS) Per pallet. Rolls should be placed on end and banded with plastic that will not break under normal usage. Bands must go through the core in addition to over the top. Corner pads should be utilized to prevent damage from strapping.

Pallets are required and must conform to GPO Contract Terms Supplemental Specifications for palletizing. Pallet height must not exceed 45 inches. Pallet construction must be as follows:

48" wide across the front where the forklift slots are located.

40" deep

5-6" high

Maximum height of palletized products must be no higher than 52", to include the pallet. Wrap pallet to prevent spillage.

THE CONTRACTOR IS ADVISED TO MAKE CERTAIN THAT THE CONTAINER AND THE PALLET REQUIREMENTS ARE EXACTLY AS INDICATED. NO SUBSTITUTIONS WILL BE ACCEPTED FOR EITHER OF THESE.

When multiple pallets are required to package the same product, the containers must be identified as to number of containers (e.g., 1 of 3, 2 of 3, and 3 of 3).

LABELING AND MARKING (Package and/or Container label): Each package or carton must be labeled. The label **MUST** indicate full title, quantity, Jacket number, and total number of rolls shipped, i.e. 6 of 10.

SCHEDULE: Purchase Order will be emailed no later than June 17, 2022.

Sample of stock to be supplied to contractor for exact match to ship by June 21, 2022.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Delivery Schedule: Jacket 618-478 84 rolls November 15, 2022 to Kansas City, MO 64117
Jacket 618-479 42 rolls August 15, 2022 to Philadelphia, PA 19154

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped/delivered, the contractor must email tracking# to ronald.blackwell@treasury.gov, Dirk.Dean@fiscal.treasury.gov, and wward@gpo.gov on same day product ships. Ensure all rolls contain title, job#, and box# of total shipment.

DISTRIBUTION: Shipping costs need to be included in the bid price.

F.O.B. DESTINATION – CONTRACTOR PAYS THE FREIGHT TO DELIVER. INSIDE DELIVERY MUST BE MADE BY 2PM LOCAL TIME TO THE BELOW DESTINATION.

Jacket 618-478, 84 Rolls
Bureau of the Fiscal Service, 4241 NE 34th St.
Kansas City, Missouri 64117 United States
Jamie Calaway, (816) 414-2080
Call 24hrs prior to delivery

Jacket 618-479, 42 Rolls
Philadelphia Financial Center, 13000 Townsend Road, Philadelphia, PA 19154
Attn: Administrative Officer/Maryanne Garrett (215-516-8138)
Call 24hrs prior to delivery

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Finishing Attributes -- Level II

Inspection Levels (from ANSI/ASQC 21.4):

(a) Non-destructive Tests - General Inspection Level I.

(b) Destructive Tests - Special Inspection Level S-2.

Prior to award, contractor may be required to provide information related to specific equipment that will be used prior to production

Bidders must fill out this page and return it.

JKT 618-478 BID PRICE \$ _____ **ADDITIONAL RATE \$** _____ **PER ROLL**

JKT 618-479 BID PRICE \$ _____ **ADDITIONAL RATE \$** _____ **PER ROLL**

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days.
See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

COMPLETE THIS PAGE AND SUBMIT AS YOUR BID

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
